

WC 16.04.220 Procedures

A subdivider desiring approval of a plat of a subdivision of any property located in Washington Township, Hamilton County, Indiana shall submit a written application to the Westfield - Washington Township Plan Commission. Such application shall be accompanied by the information, requirements and plans set forth in this section.

In order to make the most of opportunities related to developing subdivisions and to conserve time, effort and expense, subdividers shall be required to consult with the Building Commissioner and other public officials at monthly Technical Advisory Committee meetings prior to their request for approval of primary plats from the Plan Commission.

The subdivider should also request a National Cooperative Soil Survey Map with interpretation and limitations for the intended usage; request conservation planning assistance from Hamilton County Soil and Water Conservation District; check with Hamilton County Surveyor concerning legal drains on tract and adjoining properties; check with the Indiana Department of Natural Resources, Division of Water, concerning floodplains on tract or adjoining properties; and check with the Hamilton County Highway Department or the Westfield Utilities Department concerning road construction, roadside ditch specifications, culverts, and private drain tile on tract and adjoining properties.

Step 1. Preliminary Plat for Subdivision -

A. The owner or subdivider shall provide a preliminary plan of the subdivision which shall show the manner in which the proposed subdivision is coordinated with the master plan and its provisions; specifically, with relation to the requirements of the thoroughfare plan; school and recreational sites; shopping centers; community facilities; sanitation; water supply and drainage; and other developments existing and proposed, in the vicinity; provided, however, that no land shall be subdivided for residential use unless adequate access to the land over improved streets exists or will be provided by the subdivider, or if such land is considered by the Plan Commission to be unsuitable for such use by reason of flooding or improper drainage, objectionable earth and rock formation, topography, or any other feature harmful to the health and safety of possible residents and the community as a whole.

B. The subdivider shall provide the following:

1. Location map (which may be prepared by indicating the data by notations on available maps) showing:
 - Subdivision name and location
 - Any street related to the subdivision
 - Existing elementary and high schools, parks and playgrounds, available for serving the area proposed to be subdivided, and other community facilities

- Title, scale, north point and date
 - Land use adjacent to proposed subdivision and owners names
2. A preliminary plat prepared by a land surveyor or land planner showing:
- Proposed name of the subdivision
 - Names and addresses of the owner, owners, land surveyor or land planner
 - Streets on and adjoining the site of the proposed subdivision, showing the names (which shall not duplicate other names of streets in the community, unless extensions of such streets) and including roadway widths, approximate gradients, types and widths of pavement, curbs, sidewalks, cross-walks, tree plantings and other pertinent data.
 - Easements - locations, widths and purposes
 - Statement concerning the location and approximate size or capacity of utilities to be installed
 - Layout of lots, showing dimensions and numbers and square footage
 - Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semi-public or community purposes
 - Contours at vertical intervals of two feet if the general slope of the site is less than 10 percent and at vertical intervals of five feet if the general slope is greater than 10 percent
 - Tract boundary lines showing dimensions, bearings, angles, and references to section, township and range lines or corners
 - Building setback lines
 - Legend and notes
 - Drawing indicating the proposed method of drainage for storm sewers and other surface water drainage
 - Other features or conditions which would affect the subdivision favorable or adversely
 - Scale, north point and date - preliminary plat of the subdivision shall be drawn to a scale of 50 feet to one inch, or 100 feet to one inch; provided, however, that if the resulting drawing would be over 36 inches in shortest dimension, a scale as recommended by the commission may be used
 - A national cooperative soil survey showing the soil limitations based upon the intended usage of the development land
 - A statement from the County and State Highway Departments or the Westfield Utilities Department concerning rights-of-way, road improvements, roadside improvements, roadside drainage, entrances, culvert pipes, and other specifications deemed necessary
 - If private sewage systems, a statement from the County Health Officer whether private septic system can be used on this property
 - If legal drain is involved, a statement from the County Drainage Board concerning easements, right-of-way, permits, etc.

- If floodplain is involved, a statement from the Indiana Department of Natural Resources, Division of Water, concerning construction in floodway, including floodplain high water marks, etc.
3. A description of the protective covenants or private restrictions to be incorporated in the plat of the subdivision, or become covenants in the deeds for lots. Representations, oral or written, and all covenants made to the Plan Commission may not be revised, altered, or changed in any way prior to or after filing of the final plat without approval of the Plan Commission. These become conditions in the approval of the subdivision and noncompliance of these conditions will result in denial or revocation of subdivision approval.
- C. The application for preliminary and final plat for a subdivision shall be accompanied by the applicable fees as contained in Figure 1 in this Chapter.

Step 2. Preliminary Plat Approval -

- A. After an application for approval of a plat of a subdivision, together with two copies of all maps and data, has been filed, the Commission shall review the preliminary plat and accept the application and plat, or return them to the subdivider with suggestions for changes.
- B. After the Commission accepts the filing of the preliminary plat, it may conduct a public hearing, notify the applicant in writing, and notify by general publication or otherwise, any person or governmental unit having probable interest in the proposed plat. The cost of publication of the notice of hearing shall be met by the applicant.
- C. Within a reasonable time which shall not exceed 60 days following the hearing on the preliminary plat, the Commission will notify the applicant in writing that it has approved the preliminary plat and is ready to receive the final plat, or will advise the applicant of any further changes in the preliminary plat which are required or should have consideration before approval will be given. Approval of preliminary plan does not constitute approval of the entire project.

Step 3. Final Plat - The final plat shall meet the following specifications:

- A. The final plat may include all or only a part of the preliminary plat which has received approval.
- B. The original drawing of a final plat of a subdivision shall be drawn to a scale of 50 feet to one inch. A scale of 100 feet to one inch may be used if necessary to make the final drawing no larger than 18 by 23 inches in order that the plat may be inserted in the plat books in the recorder's office without the necessity of folding said plat. Three black or blue line prints shall be submitted with the original final plat, or, in order to conform to modern drafting and reproduction methods, three black line prints and a reproducible print shall be submitted.

C. The following basic information shall be shown:

- Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one foot in 5000 feet.
- Accurate distances and direction to the nearest established street corners or official monuments. Reference corners shall be accurately described on the plan.
- Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
- Accurate metes and bounds description of the boundary.
- Source of title to the land to be subdivided as shown by the books of the county recorder of Hamilton County.
- Street names.
- Complete curve notes for all curves included in the plan.
- Street lines with accurate dimensions in feet and hundredths of feet, with angles to street and lot lines.
- Lot numbers and dimensions.
- Accurate locations or easements for utilities and any limitations on such easements.
- Accurate dimensions for any property to be dedicated or reserved for public, semi-public or community use.
- Building setback lines and dimensions.
- Location, type, material and size of all monuments and lot markers.
- Plans and specifications for the improvements required in this Chapter.
- Restrictions of all types which will run with the land and become covenants in the deeds for lots.
- Name of the subdivision and the method of designating the subdivision name at all exits or entrances.
- Name and address of the owner and the subdivider
- North point, scale and date
- Certification by a land surveyor or engineer
- Rendering of all permanent signage for all entrances to the subdivision.
- Certification of dedication of streets and other public property
- Certificate for approval by the Commission
- A performance bond which will:
 - a) Run to the Westfield Town Council;
 - b) Be in an amount determined by the Commission to be sufficient in amount to complete the improvements and installations in compliance with this Ordinance. A statement of the total estimated amount sufficient to complete all improvements and installations shall be furnished by the subdivider and attest to by a land surveyor or a professional engineer registered by the Indiana State Board of Registration for Professional Engineers and Land Surveyors;
 - c) Be with surety satisfactory to the Commission, and;

d) Specify the time for the completion of the improvements and installations.

This bond shall not be released until a certificate signed by a registered professional engineer or land surveyor, as the case may be, who has been approved by the Town Council, shall have been filed stating that said engineer has inspected the improvements and installations guaranteed by the bond during their construction and installation and that they have been made or installed in accordance with approved specifications.

- A road and street maintenance bond which will run to the County Commissioner for subdivisions which are located outside incorporated town limits, or will run to the Town Council for subdivisions within a town limits. Such maintenance bond shall be for a period of three years after final inspection by the County Commissioners or the Town and will be in such amount so as to insure quality of workmanship and guarantee of repairs due to normal usage of streets.

The Commission shall affix the Commission's seal upon the approval plat, together with the certifying signatures of its president and secretary. If it is disapproved, it shall set forth the reasons for such disapproval in its own records and provide the applicant with a copy.

D. Recording of Final Plat - The Building Commissioner shall retain such final plat, so approved, and shall cause such plat to be recorded in the office of the Hamilton County Recorder only upon satisfactory completion by the subdivider of all administrative details required by this Ordinance. Said final plat, after recording, shall remain on file in the office of the Clerk-Treasurer. Copies of the final plat, as recorded by the Building Commissioner, shall be delivered to the subdivider.